

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER, CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Secretary (OA) (Multiple Pos)		ANNOUNCEMENT NUMBER 0099003	DATES: OPENING 07/10/00	CLOSING (Close of business) O-U-F	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date) 12/31/00
SERIES 0318	GRADE GG-6/7	PROMOTION POTENTIAL TO GG-7	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED
ORGANIZATION LOCATION NRC HEADQUARTERS		DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS None	
		NAME OF IMMEDIATE SUPERVISOR VARIOUS			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

- AN UPDATED SF-71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
- AN NRC FORM 114 VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
- A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
- NRC APPLICANTS (ONLY): FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
- THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
- APPLIED (Sponsor only)

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY: CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

OPEN TO ALL SOURCES; HOWEVER, INTERVIEW AND RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THIS POSITION.

Serves as Lead Secretary (Office Automation) in assigned branch. Performs secretarial and administrative duties, including preparation of letters, memoranda, reports and other correspondence, using automated word processing systems and other office automation tools.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which demonstrates the knowledge, skills and abilities to perform a wide range of secretarial and administrative duties.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

- Demonstrated proficiency with microcomputer-based word processing systems (Wordperfect, Appointment Calendar, E-Mail etc.).**

(EXAMPLE: Describe specific work experience and training which demonstrates your knowledge of and ability to utilize the features of Wordperfect Office, and any other office automation tools. What specific applications have you used and for what purposes.)

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FOR ADDITIONAL INFORMATION CONTACT Joyce Riner				E-Mail: JMR Mail Stop: T2D32		TELEPHONE 301	AREA CODE 415-7042	NUMBER 415-7042
SEND APPLICATION MATERIALS TO:								
<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011				

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RATING FACTORS - CONTINUED

2. Knowledge of proper grammar, spelling and punctuation sufficient to review correspondence for correctness, proper format and completeness.

(EXAMPLE: Describe specific work experience and training which demonstrates your ability to prepare and review correspondence and other documents. What type of documents do you routinely prepare.)

3. Demonstrated ability to provide administrative support in a variety of areas (travel, time & attendance, records management, etc.).

(EXAMPLE: Describe your experience in establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization. Describe specific work experience which demonstrates your ability to apply policies and practices pertaining to administrative support areas such as time & attendance and travel.)

4. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(EXAMPLE: Describe specific situations which required you to work under stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.)

5. Demonstrated ability to deal tactfully, efficiently and professionally with all levels of personnel.

(EXAMPLE: Describe the various levels of individuals you interact with and for what purposes. Provide examples of specific assignments which required you to take a lead role in reaching an agreement or resolving problems.)

PLEASE NOTE: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veterans must submit a DD-214 or other acceptable evidence as proof of veteran status.

PLEASE NOTE: Current/reinstatement Federal employees with status (Tenure Group 1 or 2) will be considered through merit promotion procedures under this announcement and must submit a copy of SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete application packages. When only one (1) application is received, it will be considered under the merit promotion announcement only.

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RATING FACTORS - CONTINUED

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.